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Machine Records Division

The Machine Records Division is responsible for the development and application of tabulating machine techniques in the keeping of records, primarily in the administrative field, such as, payrolling, detailed statistical funds and inventory accounting, personnel statistics and strength reporting. On the average, this Division produces during a month approximately 300 reports on various kinds and types of subjects. This total includes daily, weekly, semi-monthly, and monthly reports. The work of this Division is constantly on the increase, as new tasks are assigned whenever the volume of a given operation justifies the use of machine techniques or whenever increased efficiency and/or economies can be accomplished.

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